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THE GRIFFITH SYSTEM  
OF  
RAPID TRIAL BALANCE

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BOOK OF  
CORRECTIONS

## INTRODUCTION.

This system is designed for the purpose of locating immediately, any errors in posting, addition or in the transfer of ledger balances to the trial balance sheet, and will insure a correct trial balance at the same time proving the accuracy of the work.

The following rules covering the operation are applied to the use of a loose leaf ledger, alphabetically arranged, but can be used just as effectively with the old style bound ledger as described in Note Number One, under "Special Instructions."

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## RULE NUMBER ONE.

Divide the ledger into eight sections as follows:

A—B, C—F, G—H, I—L, M—O, P—R, S—T, U—Z.

The divisions here given have been found by the author to be the most convenient generally, but in the case of a ledger being arranged according to states, division may be made based on the number of account balances listed on trial balance sheet in order to have, as nearly as possible, an equality of sections.

## RULE NUMBER TWO.

Take a listing sheet ruled with eight columns, similar to sample herewith (see Note Number Four), heading each column with the same letters used in the division of the ledger sections, and list individually in their respective columns, all amounts to be posted, using a separate listing sheet for each book of original entry. Debits and credits also must be listed on separate sheets (see Note Number Five).

### **RULE NUMBER THREE.**

When listing debits from the sales or invoice book and there is a charge against James Newman & Co. of \$30.00 which is to be posted to the ledger in section "M—O," be sure that this is listed in the column under the heading "M—O."

### **RULE NUMBER FOUR.**

Now having listed all items to be posted, proceed with the posting in the regular way, entering the amount last. Then check this amount on the listing sheet and be sure that it is entered correctly in the column that corresponds to the ledger section in which posting is being made. This is a check on the accuracy of the ledger posting as well as on the correctness of the column in which amount has been previously listed (see Note Number Six).



## **RULE NUMBER FIVE.**

When all postings for the month have been made, enter on the trial balance sheet, balances from the ledger, keeping each section separate (read carefully Note Number Seven) so that a distinct total can be made for each. If the sum of these eight totals does not balance with the total obtained by adding to the total of the previous month's balance, all debit totals and subtracting all credit totals taken from the books of original entry (see Note Number Eight), then proceed as follows:

## **RULE NUMBER SIX.**

Take the previous trial balance and classify into eight sections corresponding with the divisions of ledger and listing sheet, making a total for each section. Starting with the total obtained in the first section, ascertain what the correct balance should be, using totals of all debits and credits on the listing sheet found in section one, following operation described in Rule Number Five (see Note Number Nine).

If the total of your balances in section one agrees, check it as correct and repeat operation with section number two, etc. This will quickly show what section or sections of the ledger any errors are to be found in.

## **RULE NUMBER SEVEN.**

Having located the section that shows an error, turn to corresponding section in ledger and carefully examine the footing on both the debit and credit side of each account, making sure that the correct balance has been entered on the trial balance sheet. If correct, check same on trial balance sheet and examine the next account (see Note Number Ten) until error has been located.

## **RULE NUMBER EIGHT.**

Care should be exercised in following these rules specifically until the system becomes familiar, after which no trouble will be experienced in finding rapidly, errors of any kind. This system eliminates entirely, the necessity of checking back all items posted with book of original entry, the listing sheet only being required for that purpose.

## **SPECIAL INSTRUCTIONS**

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### **NOTE NUMBER ONE.**

In using old style bound ledgers with numbered pages, division can be made as previously instructed by classifying certain page numbers in each division. If the ledger contains 400 pages numbered from 1 to 400, it may be divided into sections of 1 to 50, 51 to 100, 101 to 150, etc., or into sections embracing such page numbers as are most suitable to the requirements.

### **NOTE NUMBER TWO.**

While the foregoing rules cover a division of eight sections, any number may be used provided the listing sheet contains columns equal in number to the divisions made.

### **NOTE NUMBER THREE.**

In transferring an account from one section of the ledger to another, a journal entry should always be made, debiting one account and crediting the other in order to have all totals in each section agree with the totals of books of original entry.

#### NOTE NUMBER FOUR.

Listing sheets will be furnished prepaid on receipt of the following price:

50 Sheets.....	\$1.00
100 Sheets.....	\$1.50

Special prices on larger quantities.

#### NOTE NUMBER FIVE.

In posting from a book of original entry containing both debits and credits, such as a journal, two listing sheets must be used; one for debits and one for credits the same as though posting from two individual books.

#### NOTE NUMBER SIX.

A great many bookkeepers list all items on a tickler sheet after posting each item. This is of assistance only in a comparison of the total of such sheet with the total of book of original entry, but does not assist in locating individual errors.

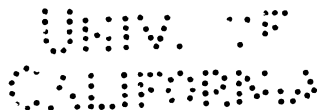
## NOTE NUMBER SEVEN.

If individual customers ledger covering Accounts Receivable, or individual purchase ledger covering Accounts Payable is used, a separate set of listing sheets must be kept for each ledger.

Merchandise, expense, governing and all other general ledger accounts when not posted direct to an individual general or private ledger, are usually and should always be kept in a separate part of the ledger where they will not interfere with the Accounts Receivable or Accounts Payable, and such section ought always to be treated as if it were an individual ledger. This practically confines all errors to the ledgers or portion of ledgers containing only Accounts Receivable and Accounts Payable.

## NOTE NUMBER EIGHT.

When operating an individual purchase ledger covering Accounts Payable, the method of finding the balance is just the reverse of Accounts Receivable balance described under Rule Number Five, the total credits being added to previous month's balance and the total debits deducted.



### NOTE NUMBER NINE.

When all items on listing sheet have been checked after posting, the total of the eight columns should agree with the total of the book of original entry, thus proving the accuracy of the footing. This should be done before following instructions in Rule Number Six.

### NOTE NUMBER TEN.

If the total debit and credit of each account be listed on the trial balance sheet in addition to the balance, using three columns for that purpose, a comparison of the total of each section with the total of corresponding section on listing sheet will show if error is on the debit or credit side provided an existing difference equals the exact difference in the total balance of that particular section. Should both the debit and credit totals agree, the error will then be found only in the balance.

If error shows on the debit side, debit postings in ledger must be checked with debits on listing sheet; if on the credit side, credit postings in ledger must be checked with credits on listing sheet.

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